

HAMILTON COUNTY INDIANA



C O M P R E H E N S I V E E M E R G E N C Y M A N A G E M E N T P L A N 2 0 0 4

Promulgation
Hamilton County Comprehensive Emergency Management Plan

Residents of Hamilton County in Indiana face the threat of disasters and emergencies. Recognizing this threat, government at all levels has a continuing responsibility for the health, safety and general welfare of its citizens.

Normal day-to-day procedures usually are not sufficient for effective disaster response, as extraordinary emergency measures have to be implemented quickly if loss of life and property is to be kept to a minimum. Emergency procedures and actions to cope with the possibility of a disaster occurrence are addressed in the Hamilton County Comprehensive Emergency Management Plan.

In order for Hamilton County's Emergency Management System to reach and maintain the goals desired, it will be necessary that each department/agency perform the following functions:

- Develop procedures for the protection of personnel, equipment, supplies and critical public records from the effects of disasters.
- Develop procedures to ensure the continuity of essential services that may be needed during and after disasters.
- Attend annual emergency management related training and exercises conducted by the State Emergency Management Agency.
- Establish policy and develop Standard Operating Procedures to carry out the provisions of the Hamilton County Comprehensive Emergency Management Plan.
- Identify subject matter experts.
- Carry out those assignments addressed in the Hamilton County Comprehensive Emergency Management Plan.

The Hamilton County Emergency Management Agency shall be responsible for the coordination for the preparation and continuous updating of the Hamilton County Comprehensive Emergency Management Plan and will ensure that this plan is consistent with similar federal, state, and municipal plans.

This plan is effective May 19, 2004.

EMA Interim Director

Board of County Commissioners

R. David Bice

Steven C. Dillinger

Christine C. Altman

Steven A. Holt

LETTER OF AGREEMENT

The Hamilton County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to local governments impacted by a disaster or emergency requiring Local, State and possibly Federal assistance. The Plan assumes that a disaster or emergency overwhelms the capability of local governments.

The plan covers all four phase of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all Hamilton County agencies to develop and implement Standard Operating Procedures and Guides.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The Emergency Support Functions group like-type agencies into the same group. For example, all agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each county agency is grouped into one or more emergency support function. In addition, each Emergency Support Function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agency.

The following departments and agencies agree to support the Plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in county exercise activities to maintain the overall response capability.

Hamilton County Comprehensive Emergency Management Plan

(Signed)

HAMILTON COUNTY EMERGENCY MANAGEMENT AGENCY
R. David Bice, Director

(Signed)

HAMILTON COUNTY SHERIFFS' DEPT.
Doug Carter, Sheriff

(Signed)

HAMILTON COUNTY HEALTH DEPT.
Barry McNulty, Director

(Signed)

HAMILTON CO. FIRE CHIEF'S ROUNDTAWBLE
Doug Callahan, President

(Signed)

HAMILTON COUNTY HIGHWAY DEPT.
Bradley Davis, Director

(Signed)

HAMILTON COUNTY ENGINEER
Bradley Davis

(Signed)

HAMILTON COUNTY SURVEYOR
Kent Ward

(Signed)

HAMILTON COUNTY SCHOOLS

(Signed)

HAMILTON COUNTY HAZ-MAT

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The Terrorism Consequence Management Plan is confidential and not subject to public disclosure under IC 5-14-3-4(19)(l) without approval of the Hamilton County Emergency Management Agency.

I. INTRODUCTION

A. Mission

To coordinate all emergency management activities necessary to protect the people, property, economy, and the environment of Hamilton County.

B. Purpose

To establish the Hamilton County Emergency Management functions and responsibilities of county agencies, commissions, boards, and councils. The Hamilton County Comprehensive Management Plan, hereafter known as the Plan, is intended as a comprehensive framework for countywide mitigation, preparedness, response, and recovery activities. This plan is the Emergency Operations Plan as mandated by Indiana Code 10-14-3.

This plan replaces the previous Hamilton County Emergency Operations Plan dated 2002.

C. Scope

This Plan considers the emergencies and disasters that may occur in Hamilton County as described in the 2003/2004 Hamilton County Hazard Analysis document and provides:

1. A comprehensive general framework for effective use of government, private sector, and volunteer resources.
2. An outline for county agencies responsibilities in relation to local codes and protocols.
3. An outline of local government responsibilities in relation to federal disaster assistance programs under 42 United States Code, sections 5121 et seq. and other applicable laws.

D. Organization

SECTION 1: BASIC PLAN

- I. An introduction to the plan,
- II. The policies that govern the plan,
- III. The situation and assumptions of the plan,
- IV. The continuity of government,
- V. The administration of the plan

Figure 1: Shows the organization of Emergency Management in Hamilton County, Indiana.

Figure 2: Shows the Primary and Support agencies for each emergency support function

SECTION 1: FINANCIAL MANAGEMENT

The Financial Management element contains information on emergency financial operations.

SECTION 2: OPERATIONS SECTION

The Operations Section includes the following four Emergency Support Functions: Communications and Warning, Information and Planning, Resource Support, and Public Information

SECTION 3: EMERGENCY SERVICES SECTION

The Emergency Services Section includes five Emergency Support Functions: Health and Medical, Search and Rescue, Hazardous Material, Firefighting, and Law Enforcement.

SECTION 4: HUMAN SUPPORT SECTION

The Human Support Section includes four Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health and Care, and Donation, Evacuation, and Volunteer Management.

SECTION 5: INFRASTRUCTURE SUPPORT SECTION

The Infrastructure Support Section includes four Emergency Support Functions: Public Works and Engineering, Energy, Damage Assessment and Transportation.

SECTION 6: HAZARD SPECIFIC SECTION

The Hazards Specific Section includes special hazard planning considerations not found in the Emergency Support Function Elements.

SECTION 7: TERRORISM CONSEQUENCE MANAGEMENT SECTION

II. POLICIES

A. Authority

This Plan was developed, promulgated, and is maintained pursuant to the following state and federal statutes and regulations, along with local policies and authorities generated between local support agencies:

1. 42 United States Code (USC) 5121 et seq, referred to as the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
2. 42 United States Code 11001 et seq, Emergency Planning Community Right-to-Know Act. Public Law 99-499 Superfund Amendment and Reauthorization Act of 1986, Title III.

3. Code of Federal Regulations Title 44, Part 205 and 205.16.
4. Indiana Code Title 10-14-3, Civil Defense and Disaster Law of 1975.
5. Indiana Code Title 10-14-5, Emergency Management Assistance Compact.
6. Hamilton County local ordinances pertaining to emergency management.

B. Assignment of Responsibilities

1. This Plan presents the functional responsibilities accepted by designated Hamilton County agencies and other organizations. Emergency Support Functions are established to designate mitigation, preparedness, response, and recovery activities for specific emergency management functions. There is one agency with primary responsibilities for coordinating each Emergency Support Function while other agencies are tasked with support roles.
2. Hamilton County's Emergency Support Functions correspond to those in the Indiana State Response Plan with added Hamilton County unique Emergency Support Functions.
3. All county agencies, including those not listed in figure 2, are required to support emergency operations.
4. Each county agency is responsible for developing Standard Operating Procedures, guides and plans to support this plan. Each county agency must conduct training, exercises, and evaluation of their Standard Operating Procedures, guides and plans.

C. Emergency Support Function Primary Coordinating Agency

Each Emergency Support Function has a county agency designated as the primary coordinating agency serving under the direction of Hamilton County Emergency Management Agency's Executive Director. The primary agency designation is based on its authority, resources, and capabilities in the particular functional area. Other agencies have been designated as support agencies for one or more Emergency Support Functions based on their resources and capabilities to support the functional area(s).

D. Emergency Support Function Support Agency

A Support Agency designation is based on an agency's ability to support the primary agency with its resources and capabilities.

E. Agency Coordinators

Each Executive Director, Superintendent, or Commissioner, of each participating agency, department or commission will appoint a County Agency Coordinator and at least two back-ups.

F. Volunteer and Private Organizations

A large number of volunteer organizations including the Hamilton County and the Red Cross have aligned themselves with other Hamilton County Voluntary Organizations. These organizations respond to disaster emergencies. Although each volunteer organization is an independent agency, they readily communicate with each other, exchange ideas, supplies, equipment and volunteers. The local Red Cross takes the lead in most volunteer efforts.

G. Limitations

The county will endeavor to make every reasonable effort to respond in the event of a disaster emergency. However, county resources and systems may be overwhelmed. The responsibilities and tenets outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this Plan that a perfect response to disaster emergency incidents will be practical or possible.

III. SITUATION AND ASSUMPTIONS

A. Situation.

Many hazards threaten Hamilton County and Indiana that may cause emergencies and disasters in all, or portions, of the County. This plan covers those hazards most likely to affect Hamilton County, Indiana. The county has developed a Community Hazard Analysis that depicts specific hazards, geographical descriptions, along with demographic, economic, and operational characteristics.

B. Assumptions

1. Hamilton County and its political subdivisions have capabilities including manpower, equipment, supplies and skills of public and private agencies and organizations that will maximize preservation of lives and property in the event of an emergency.

2. Hamilton County will fully commit their resources before requesting assistance from the State.
3. State assistance will be requested when disaster relief requirements exceed the counties capability.

C. Execution and Implementation

1. The Hamilton County Commissioners have delegated to the Executive Director of the Hamilton County Emergency Management Agency the responsibility for implementation of this plan. The Director will implement this plan as the situation warrants.
2. Indiana has six levels of response depending on the severity/complexity of the disaster emergency. These levels are:
 - (a) Level I – Local level, no mutual aid or state assistance requested.
 - (b) Level II – Local level, mutual aid requested, no state assistance requested.
 - (c) Level III – State assistance requested, State Emergency Operations Center not activated.
 - (d) Level IV – State assistance requested, State Emergency Operations Center activated.
 - (e) Level V – Governor’s Declaration of Disaster, no federal assistance requested.
 - (f) Level VI – Federal assistance requested.
3. In some emergencies, notification to state or federal agencies is required by law no matter what the level of response.

IV. CONTINUITY OF GOVERNMENT

- A. Each department, agency and commission of county, city, town and townships are responsible to have a continuity plan:
 1. Designating lines of succession
 2. Delegating authority for the successors;
 3. Establishing provisions for the preservation of records;
 4. Developing procedures for the relocation of essential departments;

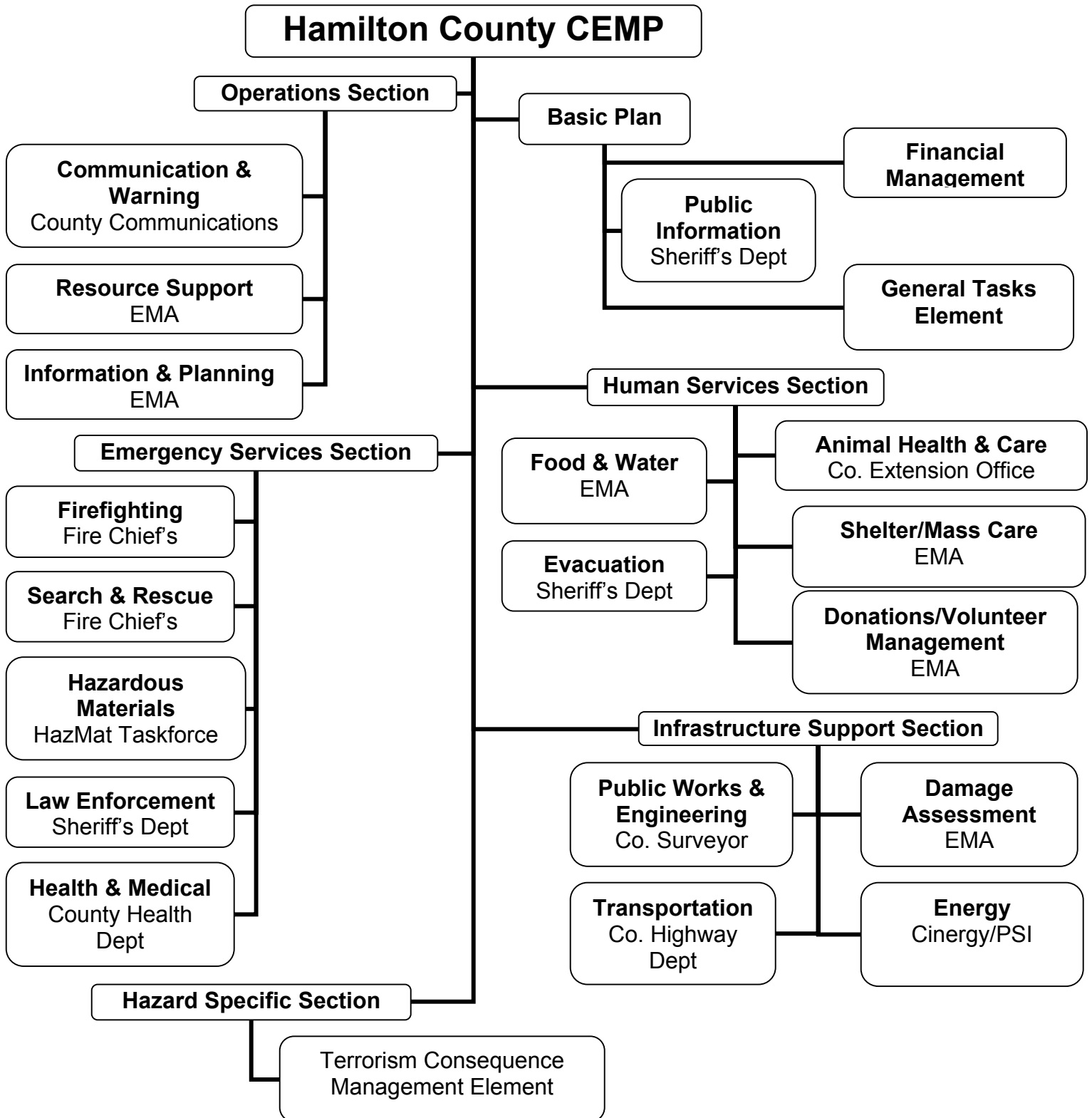
5. Developing procedures to deploy essential personnel, equipment and supplies.
 6. Establishing the guidelines to develop Standard Operating Procedures for all agencies to ensure succession and continuity of government.
- B. Each county agency and each local jurisdiction will include this information in its Standard Operating Procedures, guide or plan.

V. ADMINISTRATION

- A. Hamilton County Emergency Management Director, along with the Planning Teams and County Commissioners will also review this plan annually and revise/update it as needed
- B. This plan has been generated with the existing capabilities of what Hamilton County presently has available to them. Items such as personnel, equipment, and training will be reviewed and improved annually as can be accommodated.

**Organizational Elements of the Hamilton County
Comprehensive Emergency Management Plan**

Figure 1



**Emergency Support Function Assignment Matrix
Figure 2**

P = Primary Agency that Manages the Emergency Support Function
S = Support Agency that Supports the Primary Agency

ESF's EMERGENCY SUPPORT FUNCTION	Public Information	Communications	Information & Planning	Resource Support	Fire Fighting	Health & Medical	Search & Rescue	Hazardous Material	Law Enforcement
ORGANIZATION									
Hamilton County Red Cross				S	S	S	S		
Hamilton County Purdue University Co-Op Extension Svc.						S	S		
Hamilton County Health Dept.					S	P		S	
Hamilton County Surveyor									
Hamilton County Auditor				S				S	
Hamilton County Highway									
Hamilton County Schools				S			S		
Hamilton County Fire Chiefs' Round Table		S			P	S	P	S	
Hamilton County Utilities									
Hamilton County Engineering									
District Hospitals						S			
Planning Team Members			S						
Hamilton County Haz-Mat Task Force						S		P	
Hamilton County Sheriffs' Dept.	P	P		S	S	S	S	S	P
Hamilton County Volunteer Organizations				S			S		
Hamilton County EMS									
All Area Police Department	S	S			S		S	S	S
Hamilton County Emergency Management Agency		S	P	P					

**Emergency Support Function Assignment Matrix
Figure 2 (Continued)**

P = Primary Agency that Manages the Emergency Support Function
S = Support Agency that Supports the Primary Agency

ESF's EMERGENCY SUPPORT FUNCTION									
ORGANIZATION	Shelter & Mass Care	Food & Water	Animal Health and Care	Donation & Volunteer Management	Evacuation	Transportation	Public Works & Engineering	Energy	Damage Assessment
Hamilton County Red Cross	S	S		S	S				S
Hamilton County Purdue University Co-Op Extension Svc.			P						
Hamilton County Health Dept.		S	S				S		
Hamilton County Surveyor							P		
Hamilton County Auditor									S
Hamilton County Highway						P	S		S
Hamilton County Schools	S	S			S	S			
Hamilton County Fire Chiefs' Round Table		S		S	S				S
Hamilton County Utilities								P	
Hamilton County Engineering							S		
District Hospitals									
Planning Team Members									
Hamilton County Haz-Mat Task Force									
Hamilton County Sheriffs' Dept.	S				P	S			
Hamilton County Volunteer Organizations	S	S		S					
Hamilton County EMS									
All Area Police Department					S				
Hamilton County Emergency Management Agency	P	P	S	P	S	S	S		P

FINANCIAL MANAGEMENT ELEMENT

I. INTRODUCTION

- A. This element provides financial management guidance to Hamilton County Emergency Management Agency and other county agencies to ensure funds are provided and financial operations conducted in accordance with county policies and procedures during the response and recovery phases of an emergency or disaster.
- B. The type of emergency or disaster will dictate the procedures and amounts expended.
- C. Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement shall be maintained. This will facilitate the final closeout and support audits of financial records.

II. RESPONSIBILITIES

- A. The Hamilton County Auditor has been given the responsibilities to perform during an Emergency Operations activation having the following responsibilities:
 - 1. – Conduct all procedures necessary to collect and process data for expenses and claim reimbursements for declared disasters.
 - 2. – Provide the means for receiving mutual aid and for developing all billing procedures.
 - 3. – Maintain financial records and support documentation.
 - 4. – Provide the process and procedures necessary to track materials and resources that may be procured from local merchants and/or vendors.

III. FINANCIAL MANAGEMENT OPERATIONS

- A. Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives.
- B. Each agency is responsible for providing its own financial services and support to its response operations in the field.

- C. The procurement of resources will be in accordance with statutory requirements and established procedures regarding emergency and non-emergency conditions.
- D. Mitigation: Each agency is required to use finance from their budget ways to mitigate potential emergency situations that affect their agency.
- E. Preparedness: Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget.

IV. FINANCIAL RECORDS AND SUPPORTING DOCUMENTATION

- A. All agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.
- B. Agencies requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

V. AUDIT OF EXPENDITURES

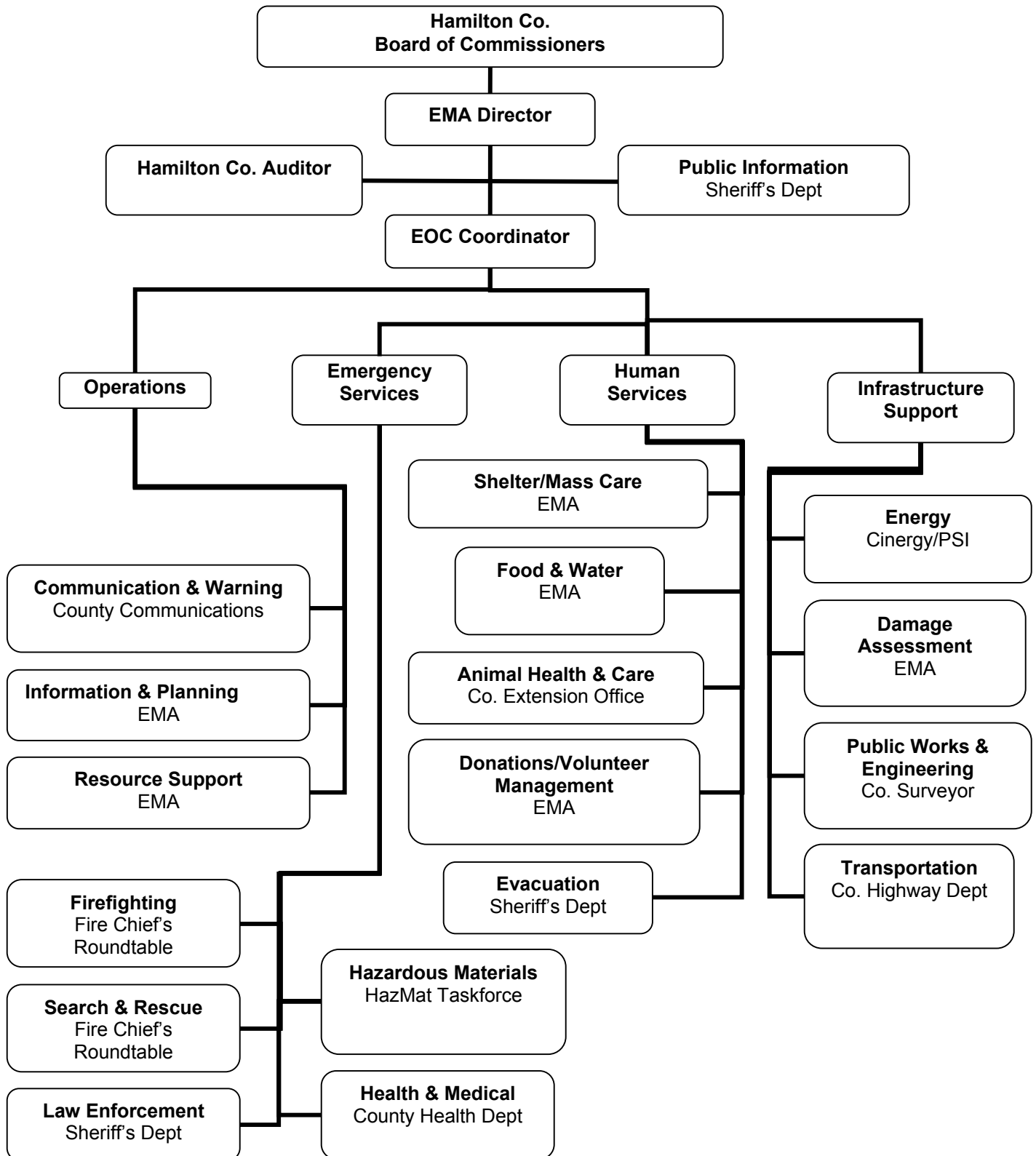
The expenditure of county funds related to emergencies or disasters are subject to audit in accordance with county statutes and audit procedures.

Operations Section

The Operations section consists of the Emergency Support Functions Communications and Warning, Information and Planning, and Resource Support. These Emergency Support Functions directly coordinate the Emergency Operations Center and support requests from other Emergency Support Functions.

Emergency Operations Center Chain of Coordination

Figure 3



**Public Information
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Sheriff's Department

Support Agencies:

- ❑ Hamilton County Sheriff's Department Public Information Officer
- ❑ Other Municipal or Hamilton County Public Information Officers
- ❑ Indianapolis Radio & Television Stations
- ❑ County Elected Officials

The purpose of this Emergency Support Function is to provide guidance for media coordination and the dissemination of emergency public information in a timely and accurate matter to the public concerning emergency preparedness, response and recovery in a cooperative manner with the media. This should be coordinated with other jurisdictions and the Hamilton County Emergency Management Division as much as possible.

Public Information

√	Mitigation Task	Resource
1-39	Identify areas where public education programs are needed.	Hamilton County EMA, Jurisdictional PIOs, Indianapolis Radio & Television Stations
1-40	Identify locations for media briefings.	Hamilton County EMA, County Elected Officials Hamilton County Sheriffs' Dept.
1-41	Identify spokesperson from each County agency to interface with the media.	Hamilton County EMA
1-42	Identify requirements for scripted news releases, public notices, and awareness bulletins.	Hamilton County EMA, Elected Officials
1-43	Identify requirements for rumor control inquiries.	Hamilton County EMA, Elected Officials

Public Information

√	Preparedness Task	Resource
1-44	Develop Standard Operating Procedures and Guidelines as well as other plans and procedures necessary for the Public Information Officer and its support agencies to operate efficiently.	Hamilton County EMA, All Jurisdictional PIOs, Sheriffs' Office
1-45	Develop and conduct awareness and procedural training and exercise programs for the Public Information Officer personnel that address the dissemination of information to the public, including training for Emergency Support Function personnel on the TracSys system when available.	Hamilton County EMA, Jurisdictional PIOs, Sheriffs' Office
1-46	Coordinate with other Emergency Support Functions to develop public education programs.	Hamilton County EMA, Jurisdictional PIOs, Elected Officials
1-47	Develop mutual aid agreements and memorandums of understanding with support agencies and other support services to the media.	Hamilton County EMA, Jurisdictional PIOs,
1-48	Develop roster of Emergency Support Function leader(s) or supervisor(s) and shift change/staffing requirements.	Hamilton County EMA
1-49	Develop an Emergency Support Function manpower list, delineating specialized skills of personnel to include identification of staff for publicized press conferences.	Hamilton County EMA
1-50	Obtain locations for media briefings.	Hamilton County EMA, Elected Officials, Sheriffs' Office
1-51	Confirm availability of Joint Information Center sites.	Hamilton County EMA
1-52	Develop accurate, up-to-date resource list of subject matter experts on Natural, man-made, and Technological emergencies and disasters.	All Agencies
1-53	Develop and maintain an accurate media contact list.	Hamilton County EMA, Jurisdictional PIOs

Public Information

√	Preparedness Task	Resource
1-54	Develop procedures for rumor control inquiries.	Hamilton County EMA, Jurisdictional PIOs, Sheriffs' Office
1-55	Coordinate information to Chamber of Commerce.	Hamilton County EMA

Public Information

√	Response Task	Resource
1-56	Activate the Joint Information Center.	Hamilton County EMA, Elected Officials
1-57	Provide Public Information Officer support to other Emergency Support Functions as needed.	Hamilton County EMA, Jurisdictional PIOs
1-58	Provide situation reports of Emergency Support Function activities to Emergency Operations Center supervisor as required.	Hamilton County EMA, Sheriffs' Office
1-59	If Joint Information Center is activated, send Emergency Support Function representative to its location.	All Agencies
1-60	Construct media briefings on a regularly scheduled basis.	Hamilton County EMA
1-61	Maintain a web page for incident updates, using multimedia capabilities.	Hamilton County ISS Department
1-62	Activate rumor control procedures.	Hamilton County EMA, Jurisdictional Law Enforcement Agencies
1-63	If other police agencies are involved, send Public Information representative to its location.	Hamilton County Sheriffs' Dept.
1-64	Coordinate with the other Emergency Support Functions and county agencies to develop progress reports and other public information releases concerning the response, investigative, and consequence management actions being taken to alleviate and end the situation.	Hamilton County EMA, Sheriffs' Office

Public Information

√	Recovery Task	Resource
1-65	Coordinate with appropriate agencies to deactivate the Joint Information Center.	Hamilton County EMA, Elected Officials, Hamilton County Sheriff

Communications and Warning Emergency Support Function

Primary Coordinating Agency: Hamilton County Sheriff's Department Communications

Supporting Agencies:

- ❑ Carmel Communications
- ❑ Noblesville Communications
- ❑ Hamilton County Emergency Management Agency
- ❑ Jurisdictional Police Departments
- ❑ Hamilton Co. Sheriff's Department
- ❑ Jurisdictional Fire Departments
- ❑ Indianapolis Area Radio & Television Stations
- ❑ National Warning System
- ❑ Emergency Alert System
- ❑ All Area Newspapers
- ❑ Mobile Communications:
 - Civil Air Patrol
 - Metropolitan Emergency Communications Agency
 - Radio Amateur Civil Emergency Services
 - Carmel-Clay Communications

The purpose of this Emergency Support Function is to coordinate information and communication capabilities in the Emergency Operations Center for Emergency Radio, Electronic Communications, computer, mapping, and the dissemination of warning information. It also addresses the procedures for relaying information to response personnel and the public on specific hazards such as severe weather and man-made events. This ESF applies to the communications and warning assets of all county organizations including radio, 911, voice and data links, telephone and cellular systems, Nation Warning System (NAWAS), Emergency Alert System (EAS), and amateur radio. Hamilton County Sheriffs' Dispatch and all other Police Department utilizing a 24-hour dispatch center.

Monitoring the status of crucial situations that have the potential for developing into a major disaster, emergency, or extraordinary situation, and those that may require emergency telecommunications support.

Communications and Warning

√	Mitigation Task	Resource
2-1	Investigate new technology and procedures for communications between and among field and Emergency Operations Center personnel.	Hamilton County EMA, Hamilton County Sheriff
2-2	Identify areas where public education programs are needed for identifying hazards and recognizing warnings of potential or actual hazards or incidents.	Hamilton County EMA, All area media, Amateur Radio
2-3	Insure procedures are updated for utilizing TracSys system when available.	Hamilton County EMA

Communications and Warning

√	Preparedness Task	Resource
2-4	Develop and conduct training on communications record keeping using the TracSys system when available.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
2-5	Develop and maintain telephone directory of all Emergency Support Function agencies, as well as other agencies that may be involved in an emergency situation, including directories for counties, municipalities, and other agencies with responsibilities.	Hamilton County EMA
2-6	Maintain personnel and equipment certifications.	Hamilton County EMA
2-7	Test primary and backup communications system to ensure that they function properly.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
2-8	Train personnel on the operation and maintenance of communications equipment.	Hamilton County EMA, Hamilton County Sheriffs' Dept.

Communications and Warning

√	Response Task	Resource
2-9	Activate Emergency Operations Center.	Hamilton County EMA
2-10	Make notifications as required by standard operating procedures, using call down lists.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
2-11	Ensure that all field personnel are equipped with communications equipment.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Jurisdictional Fire Depts, Jurisdictional Police Depts, Elected Officials
2-12	Notify Radio Amateur Civil Emergency Services (RACES) personnel of Emergency Operations Center activation, if necessary.	Hamilton County EMA, Amateur Radio Operators
2-13	Notify Military Affiliated Radio System (MARS) personnel, if necessary.	Hamilton County EMA, Amateur Radio Operators
2-14	Coordinate with the Amateur Radio Operators and the Hamilton County Sheriffs' dispatch, as needed.	Hamilton County EMA, Amateur Radio Operators, Hamilton County Sheriffs' Dept.
2-15	Provide technical communications assistance as requested.	Hamilton County Sheriffs' Dept., Amateur Radio Operators
2-16	Coordinate with other Emergency Support Functions to support their communications needs.	Hamilton County Emergency Management Agency
2-17	Establish and maintain communications link between responders, incident command, and the Emergency Operations Center.	Hamilton County EMA, Hamilton County Sheriffs' Dept.

Communications and Warning

√	Recovery Task	Resource
2-18	Recharge communications equipment and return to storage.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Comprehensive Planning Team
2-19	Collect copies of communications records from Emergency Support Function personnel.	Hamilton County EMA, Comprehensive Planning Team
2-20	Coordinate with Resource Management Emergency Support Function, on resource accountability.	Hamilton County EMA, Comprehensive Planning Team

**Information and Planning
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- All County Emergency Support Functions

Information and Planning Emergency Support Function collects, analyzes, processes, and disseminates information about a potential or actual disaster or emergency to facilitate the overall activities of all county agencies and volunteer organizations during an emergency or disaster response in providing assistance to one or more local jurisdictions, and provides that information for briefings conducted in the Emergency Operations Center of the County

Information and Planning

√	Mitigation Task	Resource
2-21	Insure procedures are updated.	Hamilton County EMA

Information and Planning

√	Preparedness Task	Resource
2-22	Obtain detailed maps of Hamilton County jurisdictions, municipalities, etc for all Emergency Support Function agencies.	Hamilton County EMA, Hamilton County Surveyors Office
2-23	Ensure that agency representatives can access their respective agencies' information networks.	Hamilton County ISS
2-24	Develop and maintain standardized format for information and intelligence gathering and reporting documents.	Hamilton County EMA, Hamilton County sheriffs' Dept.
2-25	Obtain comprehensive mapping capability for use in the Emergency Operations Center.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Hamilton County GIS
2-26	Develop training program for records keeping system and other Emergency Operations Center procedures.	Hamilton County EMA

Information and Planning

√	Response Task	Resource
2-27	Collect/gather, verify, analyze, and disseminate incident information, as needed.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
2-28	Notify appropriate agencies, keeping them up-to-date on the situation.	Hamilton County EMA
2-29	Emergency Management staff will notify key elected officials and leaders of the activation of the County Emergency Operations Center	Hamilton County EMA
2-30	Prepare status or situation reports on county activities and distributes, as required.	Hamilton County EMA
2-31	Provide situation reports of Emergency Support Function activities to Emergency Operations Center supervisor as required.	Hamilton County EMA, Comprehensive Planning Team
2-32	Collect information for periodic situation updates.	Hamilton County EMA, Elected Officials
2-33	Coordinate with Public Information Emergency Support for upcoming events	Hamilton County EMA, Hamilton County Sheriffs' Dept., Area Media outlets
2-34	Coordinate with Resource Support Emergency Support Function for upcoming events	Hamilton County EMA, Hamilton County Sheriffs' Dept.
2-35	Prepare and coordinate action plans for the next 12, 24 hours and 3-5 days.	Hamilton County EMA, Hamilton County Sheriffs' Dept, Jurisdictional Fire Dept. Chiefs., Jurisdictional Police Chiefs, Comprehensive Planning Team

Information and Planning

✓	Recovery Task	Resource
2-36	Gather all Emergency Support Function and agency's After Action Reports and compile into single report.	Hamilton County Emergency Management Agency, All Comprehensive Planning Team

**Resource Support
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- ❑ Local School Corporations
- ❑ Private Enterprises
- ❑ Church Groups
- ❑ Hamilton County Auditor
- ❑ Hamilton County Surveyor
- ❑ Hamilton County Sheriff's Department
- ❑ Hamilton County Informational Support Services Dept. (ISSC)
- ❑ American Red Cross
- ❑ Good Samaritan
- ❑ Volunteers Active in Disasters (VOAD)

The purpose of this Emergency Support Function is to provide coordinated logistic and resource support to an emergency or disaster, or the treat of one. This involves coordinating of resources to county organizations during immediate response to an emergency or disaster and to response and recovery operations. Coordinating includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, materials, services, and personnel.

Resource Support

√	Mitigation Task	Resource
2-37	Identify requirements for Standard Operating Procedures/Guidelines or other plans and procedures that are required for lead and support agencies.	Hamilton County EMA, All Comprehensive Planning Team
2-38	Provide assistance to support agencies in developing their plans and procedures.	Hamilton County EMA, All Comprehensive Planning Team

Resource Support

√	Preparedness Task	Resource
2-39	Develop supplier contact database for all hazard resources and equipment.	Hamilton County EMA
2-40	Develop procedures for use of staging areas.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Hamilton County Fire Chiefs' Roundtable,.

Resource Support

√	Response Task	Resource
2-41	Contract or acquire resources when requested by agency and approved by County Emergency Management Agency Director or appointed representative.	Hamilton County EMA
2-42	Verify and prioritize resource requests.	Hamilton County EMA
2-43	Contact suppliers and alert them of potential needs.	Hamilton County EMA
2-44	Coordinate with Law Enforcement Emergency Support Function for security of resources and personnel in staging and storage areas.	Hamilton County EMA, Hamilton County Sheriff, Jurisdictional Police Depts.
2-45	Implement emergency purchasing procedures.	Hamilton County EMA, Hamilton County Commissioners, Hamilton County Auditor
2-46	Prioritize and allocate resources in accordance with established procedures.	Hamilton County EMA
2-47	Coordinate with Information and Planning Emergency Support Function for future operations	Hamilton County EMA, Comprehensive Planning Team
2-48	Provide guidance on county resource acquisition rules and regulations.	Hamilton County EMA
2-49	Activate staging areas as required.	Hamilton County EMA, Comprehensive Planning Team

Resource Support

√	Recovery Task	Resource
2-50	Execute procedures for recall of resources and equipment.	Hamilton County EMA, Comprehensive Planning Team
2-51	Account for all equipment used during incident.	Hamilton County EMA, Comprehensive Planning Team
2-52	Provide guidance on county regulations regarding resource acquisition and management.	Hamilton County EMA
2-53	Provide resource status and accountability updates as required.	Hamilton County EMA, Comprehensive Planning Team
2-54	Compile accurate accounting for all resources acquired.	Hamilton County EMA, Comprehensive Planning Team

Emergency Services Section

The Emergency Services section consists of the Emergency Support Functions Fire fighting, Health and Medical, Search and Rescue, Hazardous Material and Law Enforcement. These Emergency Support Functions directly support the first responders and coordinate their needs with other Emergency Support Functions.

Fire Fighting Emergency Support Function

Primary Coordinating Agency: Hamilton County Fire Chiefs' Roundtable

Support Agencies:

- ❑ Hamilton County Local Emergency Planning Committee
- ❑ Hamilton County Sheriff's Department Communications
- ❑ Noblesville Communications
- ❑ Carmel Communications
- ❑ St. Vincent Hospital Carmel
- ❑ Riverview Hospital
- ❑ American Red Cross
- ❑ Hamilton County Health Department
- ❑ Hamilton County Sheriff's Chaplaincy Section
- ❑ Jurisdictional Fire Departments:
 - Carmel Fire Department
 - Atlanta Fire Department
 - Cicero Fire Department
 - Fishers Fire Department
 - Jackson Township Fire Department
 - Noblesville Fire Department
 - Sheridan Fire Department
 - Wayne Township Fire Department
 - Westfield Fire Department
 - White River Township Volunteer Fire Department

Fire fighting Emergency Support Function detects and suppresses wild land and, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency requiring County assistance. This Emergency Support Function manages and coordinates fire fighting activities, including the detection, prevention, investigation, and suppression of fires, and provides personnel, equipment, and supplies in support of local agencies involved in rural and urban fire fighting operations.

Fire fighting

√	Mitigation Task	Resource
3-1	Identify areas where public education programs involving fire safety information is needed.	Hamilton County EMA, All Hamilton County Fire Departments
3-2	Identify Personal Protective Equipment needs, potential vendor sources, and potential funding sources for same	All Hamilton County Fire Departments , Hamilton County EMA, HazMat Task Force

Fire fighting

√	Preparedness Task	Resource
3-3	Develop public education programs involving fire safety.	All Hamilton County Fire Departments
3-4	Provide guidance on local fire and building codes, rules, and regulations.	All Hamilton County Fire Departments, County/City Building Inspectors

Fire fighting

√	Response Task	Resource
3-5	Provide coordination assistance for fire fighting resources as required and support resource efforts.	All Hamilton County Fire Departments, Hamilton County EMA, Hamilton County Red Cross,
3-6	Provide liaison between area parks department heads and Hamilton County EMA.	Hamilton County Communications
3-7	Provide guidance on local fire and building codes, rules, and regulations.	All Hamilton County Fire Departments, County/City Building Inspectors
3-8	Provide assistance to Public Health and Environmental threats pertaining to fire suppression runoff and smoke	All Hamilton County Fire Departments, Hamilton County EMA, HazMat Task Force, Hamilton County Health Dept., Hamilton County Surveyor's Office

Fire fighting

√	Recovery Task	Resource
3-9	Provide guidance on local fire and building codes, rules, and regulations.	All Hamilton County Fire Departments, County/City Building Inspectors
3-10	Aid local fire departments procedures for obtaining reimbursement from other sources.	All Hamilton County Fire Departments , Hamilton County EMA

Health & Medical Emergency Support Function

Primary Coordinating Agency: Hamilton County Health Dept.

Support Agencies:

- ❑ Hamilton County Faith-Based Association
- ❑ Hamilton County Sheriff's Chaplaincy Section
- ❑ Hamilton County Coroner
- ❑ Hamilton County Purdue University Cooperative Extension Service
- ❑ Riverview Hospital
- ❑ St. Vincent Hospital Carmel
- ❑ Hamilton County Emergency Management Agency
- ❑ Jurisdictional Police Departments
- ❑ American Red Cross
- ❑ Jurisdictional Fire Departments
- ❑ Hamilton County Hazardous Materials Task Force

Health and Medical Emergency Support Function provides coordinated assistance to supplement local resources in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation. It is to assist with and address the overall health and disposition of the population of Hamilton County residents.

Health and Medical

√	Mitigation Task	Resource
3-11	Identify sources of hazard-specific needs, resources, and equipment, such as respiratory support equipment and pharmaceutical supplies.	Hamilton County Health Dept., Emergency Medical Services
3-12	Identify Personal Protective Equipment needs, potential vendor sources, and potential funding sources for it.	Hamilton County Health Dept., Hamilton County EMA, Emergency Medical Services, Hamilton County Purdue University Cooperative Extension Service, HazMat Task Force
3-13	Identify procedures for transport of large numbers of deceased victims with the area funeral directors, and obtaining area refrigerated trucks	Hamilton County Health Dept., Hamilton County EMA, Emergency Medical Services, Hamilton County Purdue University Cooperative Extension Service

Health and Medical

√	Preparedness Task	Resource
3-14	Maintain personnel and equipment certifications.	Hamilton County Health Dept., Hamilton County EMA, All Hamilton County Fire Depts.
3-15	Coordinate with the Volunteer and Donations Management Support Function regarding establishing plans and procedures to address credential verification and emergency medical volunteers.	Emergency Medical Services, Hamilton County Health Dept., Hamilton County EMA
3-16	Develop and maintain specialized teams for response to specific hazards.	Emergency Medical Services Hamilton County Health Dept., All Hamilton County Fire Depts., HazMat Task Force
3-17	Develop and maintain dual use and redundant communication systems Local Public Health Agencies and Hospitals	Hamilton County Health Dept., Hamilton County EMA
3-18	Develop and maintain list of Communicable Disease Reporting Rules. (human and Zoonotic Diseases)	Hamilton County Health Dept., Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
3-19	Meet quarterly to discuss pertinent issues and formulate public health announcements.	Hamilton County Health Dept., Hamilton County EMA.
3-20	Develop Standard Lab Specimen Procedures	Hamilton County Health Dept., Hamilton County EMA,
3-21	Establish and maintain database of all medical personnel within the county who are willing to accept emergency/disaster assignments as needed.	Hamilton County EMA, Emergency Medical Services, Hamilton County Purdue University Cooperative Extension Service
3-22	Develop fact sheets on diseases or disease risks associated with disasters	Hamilton County Health Dept.
3-23	Execute County wide mutual aid agreements with all licensed healthcare facilities and providers, such as home health and medical supply companies.	Hamilton County Health Dept. Emergency Medical Services

Health and Medical

√	Response Task	Resource
3-24	Assist with efforts to determine treatment capabilities and bed space availability of hospitals, as needed	Hamilton County Health Dept., Hamilton and Marion County Hospitals
3-25	Assess capabilities and needs of local Emergency Medical Services resources.	Hamilton County Health Dept., Emergency Medical Services, Hamilton County EMA
3-26	Coordinate requests for assistance with laboratory analysis.	Hamilton County Health Dept., Hamilton County Hospitals, Hamilton County EMA
3-27	Coordinate with district Hospitals if unable to handle a situation locally or if special equipment is needed.	Hamilton County Health Dept., Hamilton County Hospitals
3-28	Provide mental health services/support for Emergency Operations Center staff during Emergency Operations Center activation.	Hamilton County Health Dept. Emergency Medical Services
3-29	Process and prioritize requests for additional resources regarding disposition of remains.	Hamilton County EMA, Local Funeral Directors
3-30	Coordinate with Emergency Support Function Hazardous Materials in set-up of portable decontamination system at the shelters, if necessary.	All Hamilton County Fire Depts., Hamilton County EMA, HazMat Task Force

Health and Medical

√	Recovery Task	Resource
3-31	Implement decontamination agreements with local fire departments and hazardous materials teams.	Hamilton County EMA
3-32	Monitor the health and recovery of first-responders.	Hamilton County Hospitals, Emergency Medical Services, Hamilton County EMA
3-33	Coordinate and conduct surveillance for increased disease related to the Emergency/Disaster	Hamilton County Health Dept., Emergency Medical Services
3-34	Implement the countywide network of psychological services available.	Hamilton County Health Dept., Hamilton County EMA
3-35	Assist in the determination of appropriate burial of victims' remains.	Local Coroner's Association

Search and Rescue Emergency Support Function

Primary Coordinating Agency: Hamilton County Fire Chiefs' Roundtable

Support Agencies:

- ❑ Hamilton County Red Cross
- ❑ Jurisdictional Police Departments
- ❑ Hamilton County Sheriff's Department
- ❑ Hamilton County Purdue University Extension Office
- ❑ Civil Air Patrol
- ❑ Jurisdictional Fire Departments:
 - Atlanta Fire Department
 - Carmel Fire Department
 - Cicero Fire Department
 - Fishers Fire Department
 - Jackson Township Fire Department
 - Noblesville Fire Department
 - Sheridan Fire Department
 - Wayne Township Fire Department
 - Westfield Fire Department
 - White River Township Volunteer Fire Department

Search and Rescue Emergency Support Function addresses the search, extrication, treatment, and evacuation of individuals as well as recovering deceased victims remains. This ESF is deployed to provide local government with specialized lifesaving assistance in case of a major disaster or emergency. Urban Search and Rescue operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Search and Rescue

√	Mitigation Task	Resource
3-36	Identify areas where public education programs describing search and rescue efforts are needed.	Hamilton County EMA, Hamilton County Red Cross, Hamilton County Sheriffs' Dept.
3-37	Identify Personal Protective Equipment and other rescue equipment needs, resources, sources and potential funding sources	Hamilton County Health Dept., All Hamilton County Fire Depts., Hamilton County Sheriffs' Dept., HazMat Task Force

Search and Rescue

√	Preparedness Task	Resource
3-38	Develop and coordinate standards for Search and Rescue personnel and resources.	Hamilton County EMA
3-39	Train Search and Rescue personnel based on standards.	Hamilton County EMA, All Hamilton County Fire Depts., Hamilton County Sheriffs' Dept.

Search and Rescue

√	Response Task	Resource
3-40	Activate Emergency Support Function Search & Rescue and its personnel, based on incident assessment.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
3-41	Couple the Search and Rescue needs resulting from a local incident with the resources available in the area	Hamilton County EMA, Comprehensive Planning Team.
3-42	Coordinate with Emergency Support Function Health & Medical for notification regarding the use of search and rescue personnel and animals in incidents	Hamilton County EMA, All Hamilton County Fire Depts., Hamilton County Health Dept. Hamilton County Purdue University Extension Office

Search and Rescue

√	Recovery Task	Resource
3-43	Maintain search and rescue function as needed for additional rescue attempts.	Hamilton County EMA, All Hamilton County Fire Depts. County Sheriffs' Dept.
3-44	Identify need for medical attention of search and rescue personnel and animals, with follow-up monitoring.	Hamilton County EMA, Emergency Medical Services, Hamilton County Sheriffs' Dept.

Hazardous Materials Emergency Support Function

Primary Coordinating Agency: Hamilton County Hazardous Materials Task Force

Support Agencies:

- ❑ Jurisdictional Fire Departments:
 - Carmel Fire Department
 - Cicero Fire Department
 - Fishers Fire Department
 - Noblesville Fire Department
 - Sheridan Fire Department
 - Westfield Fire Department
- ❑ Local Executive Official of the Respective Jurisdiction
- ❑ Hamilton County Sheriff's Department
- ❑ Hamilton County Surveyor's Office
- ❑ Jurisdictional Police Departments
- ❑ Hamilton County Local Emergency Planning Committee
- ❑ Hamilton County Health Department
- ❑ Riverview Hospital
- ❑ St. Vincent Hospital Carmel
- ❑ Civil Air Patrol

Hazardous Materials Emergency Support Function provides County support to local efforts in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency. It also provides support in the identification of, training on, and response to hazardous materials within a jurisdiction.

Hazardous Materials

√	Mitigation Task	Resource
3-45	Identify areas where a public education program describing hazardous materials concerns is needed.	Hamilton County LEPC, All Hamilton County Fire Depts., HazMat Task Force
3-46	Identify equipment and personnel shortfalls to respond effectively to a disaster emergency in support of local operations.	Hamilton County LEPC, Hamilton County Sheriffs' Dept, All Hamilton County Fire Depts., HazMat Task Force

Hazardous Materials

√	Preparedness Task	Resource
3-47	Develop public education programs addressing safety issues pertaining to hazardous materials.	Hamilton County LEPC, HazMat Task Force
3-48	Provide guidance on county regulations.	Hamilton County LEPC, HazMat Task Force
3-49	Develop, coordinate, and distribute informational flyers to local fire departments and other response agencies, as appropriate.	Hamilton County LEPC, All Hamilton County Fire Depts. HazMat Task Force

Hazardous Materials

√	Response Task	Resource
3-50	Hamilton County Jurisdictional Fire and Hazardous Material Task Force personnel to appropriate field locations/incident sites to conduct field operations, as requested.	Hamilton County LEPC, All Hamilton County Fire Depts., Hamilton County Sheriffs' Dept., HazMat Task Force Hamilton County Health Dept. Hamilton County Surveyor
3-51	Facilitate National Incident Management System Command Structure	Hamilton County LEPC, All Hamilton County Fire Depts., Hamilton County Sheriffs' Dept, HazMat Task Force
3-52	Coordinate required environmental assessments and corrective actions	Hamilton County LEPC, Hamilton County Health Dept., HazMat Task Force Hamilton County Surveyor
3-53	Prepare technical information for appropriate Emergency Operations Center representatives for public release	Hamilton County LEPC, Local Executive Jurisdictional Elected Officials, HazMat Task Force

Hazardous Materials

√	Recovery Task	Resource
3-54	Coordinate decontamination and other clean-up efforts, as requested.	Hamilton County LEPC, All Hamilton County Fire Depts., HazMat Task Force Hamilton County Health Dept Hamilton County Surveyor

**Law Enforcement
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Sheriffs' Dept.

Support Agencies:

- ❑ Noblesville Police Department
- ❑ Carmel Police Department
- ❑ Fishers Police Department
- ❑ Westfield Police Department
- ❑ Sheridan Police Department
- ❑ Cicero Police Department
- ❑ Arcadia Police Department
- ❑ Atlanta Police Department
- ❑ Hamilton County Emergency Management Agency
- ❑ Jurisdictional Fire Departments
- ❑ Hamilton County Hazardous Materials Task Force
- ❑ Hamilton County Health Department
- ❑ Hamilton County Communications
- ❑ Noblesville Communications
- ❑ Carmel Communications
- ❑ Hamilton County Council
- ❑ City Councils
- ❑ Town Boards
- ❑ Township Trustees
- ❑ Hamilton County Prosecutor's Office
- ❑ Hamilton County Sheriff's Chaplaincy Section
- ❑ Hamilton County Local Emergency Planning Committee
- ❑ Local Veterinarians

Law Enforcement Emergency Support Function provides law enforcement assistance to local government during a major disaster or emergency. It addresses issues such as the security and safety of the residents of Hamilton County, and for upholding and enforcing the laws and ordinances of the county.

Law Enforcement

√	Mitigation Task	Resource
3-55	Identify the unique planning requirements necessary for special events.	Comprehensive Planning Team, Hamilton County EMA, Hamilton County Sheriffs' Dept.

Law Enforcement

√	Preparedness Task	Resource
3-56	Develop unique planning requirements necessary for special events.	Hamilton County Sheriffs' Dept., Comprehensive Planning Team
3-57	Develop public education programs that address issues pertaining to public safety.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
3-58	Develop and maintain lists of resources and equipment, to include Personal Protective Equipment.	Hamilton County Sheriffs' Dept., Hamilton County EMA

Law Enforcement

√	Response Task	Resource
3-59	Notify law enforcement agencies of incident using incident-specific contact list.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
3-60	Coordinate support for special events, as indicated in special event plans.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts.
3-61	Coordinate investigations in accordance to agency responsibilities and procedures.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts.
3-62	Coordinate all activities relative to evacuation.	Hamilton County Sheriffs' Dept.
3-63	Coordinate all activities relative to traffic control.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts.
3-64	Coordinate all requests pertaining to personnel and security.	Hamilton County Sheriffs' Dept.
3-65	Coordinate quarantine areas	Hamilton County Sheriffs' Dept., Hamilton County EMA, Jurisdictional Fire Depts., Hamilton County Health Dept.

Law Enforcement

√	Recovery Task	Resource
3-66	Support other Emergency Support Functions and local authorities as needed, including traffic control, security, and site re-entry.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts.

Human Support Section

The Human Support Section consists of the Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health, and Donations and Volunteer Management. These Emergency Support Functions directly support those agencies giving aid to victims and the civilian population of disasters and emergencies, providing emergency relief to county residents.

Shelter and Mass Care Emergency Support Function

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- ❑ Hamilton County Faith-Based Community Association
- ❑ Local School Corporations
- ❑ American Red Cross
- ❑ Area Business Networks
- ❑ Service Clubs
- ❑ Hamilton County Sheriff's Chaplaincy Section
- ❑ Hamilton County Amateur Radio Emergency Services (HCARCS)
- ❑ Hamilton County Radio Amateur Civil Emergency Services (RACES)
- ❑ Hamilton County Coroner

Shelter and Mass Care Emergency Support Function coordinates County assistance in support of local efforts to meet the mass care needs of victims of a disaster. This will support the delivery of mass care services of shelter, feeding, and emergency first aid to disaster victims; the establishment of Emergency Medical Services to provide bulk distribution of emergency relief supplies to disaster victims; and the collection of information to operate a Disaster

This Emergency Support Function also provides the coordination and services to provide prompt disaster relief to animals regarding sheltering and emergency care in the event of major disasters in the county.

The Animal Health ESF Coordinator will establish specific incident priorities in consultation with the Chief Elected Official or the Coordination & Control Coordinator in the Emergency Operations Center. The following general priorities apply when allocating limited Animal Health resources:

1. Care/Shelter of live stock
2. Care/Shelter of family pets
3. Other needs not directly related to the emergency.

The Animal Health ESF Coordinator will establish temporary shelter in the existing animal control facility. When and if additional shelter is required, the Coordinator will enact pre-existing agreements with area livestock operators for temporary holding of large animals. Smaller, domestic animals will be located at the Hamilton County animal control center that is capable of accommodating several animals on a temporary basis

Welfare Information system for the purpose of reporting victim status and assisting in family reunification.

Shelter and Mass Care

√	Mitigation Task	Resource
4-1	Identify areas where public education programs detailing sheltering and mass care are needed.	Hamilton County EMA, All Hamilton County Fire Depts., Hamilton County Red Cross

Shelter and Mass Care

√	Preparedness Task	Resource
4-2	Develop and maintain a contact list of all agencies and organizations involved during emergencies or disasters.	Hamilton County EMA, Comprehensive Planning Team
4-3	Develop and maintain a listing of counties and/or regions covered by the American Red Cross and Salvation Army.	Hamilton County EMA, Hamilton County Red Cross
4-4	Develop and maintain a list of tasks and responsibilities for feeding and sheltering.	Hamilton County EMA, Hamilton County Red Cross
4-5	Maintain emergency response vehicles to be used in case of emergency.	All Jurisdictional Departments
4-6	Coordinate with Public Information Emergency Support Function for the releases of all information relating to public shelters and mass care facilities.	Hamilton County EMA, Elected Officials

Shelter and Mass Care

√	Response Task	Resource
4-7	Provide disaster welfare inquiries as requested.	Hamilton County EMA, Hamilton County Red Cross
4-8	Coordinate with Law Enforcement Emergency Support Function on providing security for the shelters.	Hamilton County EMA, Hamilton County Sheriffs' Dept, Jurisdictional Police Depts.
4-9	Provide patient tracking assistance in hospitals, as needed.	Hamilton County Red Cross, Hamilton County Hospitals
4-10	Assist in establishing alternative health care facilities staffed by health care professionals, as needed.	Hamilton County EMA, Hamilton County Hospitals
4-11	Provide public service messages regarding the use of disaster welfare inquiry services and other methods of making contact with missing friends/family, etc.	Hamilton County EMA, Hamilton County Red Cross, All area media outlets
4-12	Provide for Special Needs sheltering. However, Institution continues to provide medical maintenance and care for their clients	Hamilton County EMA, Hamilton County Red Cross
4-13	Coordinate with Emergency Support Function Public Information, to disseminate public information releases to relate necessary information on shelters and mass care facilities to the public.	Hamilton County EMA, Elected Officials
4-14	Coordinate with Emergency Support Function Public Information, in operating a public information hotline/helpline.	Hamilton County EMA, Hamilton County Red Cross
4-15	Provide crisis-counseling services, as needed.	Hamilton County Health Dept.
4-16	Coordinate with Emergency Support Function Hazardous Materials in set-up of portable decontamination system at the shelters, if necessary.	Hamilton County EMA, Hamilton County HAZMAT Taskforce.

Shelter and Mass Care

√	Recovery Task	Resource
4-17	Assist with short-term and temporary housing and relocation for up to one year.	Hamilton County Red Cross
4-18	Provide crisis counseling as needed.	Hamilton County Health Dept.

**Food & Water
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- ❑ American Red Cross
- ❑ Local School Corporations
- ❑ Hamilton County Health Department
- ❑ Faith-Based Community Association
- ❑ Hamilton County Sheriff's Chaplaincy Section
- ❑ Jurisdictional Fire Departments
- ❑ Jurisdictional Police Departments
- ❑ Hamilton County Fire Chiefs' Roundtable

Food and Water Emergency Support Function identifies, secures, and arranges for the transportation of food and safe drinking water assistance to affected areas following a major disaster or emergency or other event.

Food and Water

√	Mitigation Task	Resource
4-19	Identify facilities that can provide for food/water/ice storage, staging and/or distribution.	Hamilton County EMA, Hamilton County Red Cross, Hamilton County Health Dept.
4-20	Identify individual volunteers and volunteer groups/organizations that can support this Emergency Support Function	Hamilton County EMA
4-21	Identify plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	Hamilton County Health Dept.
4-22	Identify facilities that could be used for cooking and serving hot meals to emergency workers and others.	Hamilton County EMA, Hamilton County Health Dept.
4-23	Identify the need for “special diets” and assess the capability of Emergency Support Function to provide these if necessary.	Hamilton County Health Dept.
4-24	Coordinate with Transportation Emergency Support Function the identification and location of transportation assets necessary for the transport of food/water/ice.	Hamilton County EMA, Hamilton County Schools, Hamilton County Sheriffs’ Dept.

Food and Water

√	Preparedness Task	Resource
4-25	Develop a number of “special diets” that Emergency Support Function will be able to provide if necessary.	Hamilton County Health Dept.
4-26	Execute agreements, where necessary, to procure the use of facilities that can provide for food/water/ ice storage, staging and/or distribution.	Hamilton County EMA, Hamilton County Health Dept.
4-27	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	Hamilton County EMA
4-28	Coordinate with Public Information Emergency Support Function to develop press releases containing information relating to feeding and distribution facilities.	Hamilton County EMA, Elected Officials
4-29	Execute agreements with facilities, where necessary, that could be used for cooking and serving hot meals to emergency workers and others.	Hamilton County EMA, Hamilton County Red Cross
4-30	Train personnel/volunteers in specific procedures that will be needed to properly document costs incurred due to Emergency Support Function activities.	Hamilton County EMA
4-31	Coordinate with Transportation Emergency Support Function to develop procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	Hamilton County EMA, Hamilton County Schools, Hamilton County Health Dept., Hamilton County Red Cross
4-32	Coordinate with Law Enforcement Emergency Support Function to develop procedures to address security issues during transport and storage of food/water/ice and other supplies.	Hamilton County EMA

Food and Water

√	Response Task	Resource
4-33	Exercise agreements to procure the use of facilities that can provide for food/water/ice storage, staging and/or distribution.	Hamilton County EMA, Hamilton County Health Dept.
4-34	Exercise agreements and activate facilities that will be used for cooking and serving hot meals to emergency workers and others.	Hamilton County EMA, Hamilton County Health Dept.
4-35	Prepare “special diets” where necessary.	Hamilton County Health Dept.
4-36	Coordinate with Law Enforcement Emergency Support Function on providing security for feeding locations, warehouses and distribution locations.	Hamilton County EMA, Hamilton County Health Dept., Hamilton County Sheriffs’ Dept.
4-37	Coordinate with Public Information Emergency Support Function to provide public service messages regarding the locations of public feeding and water/ice distribution sites.	Hamilton County EMA, Jurisdictional PIOs, Hamilton County Health Dept.
4-38	Coordinate with Transportation Emergency Support Function to implement procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	Hamilton County EMA, Hamilton County Schools, Hamilton County Health Dept.
4-39	Exercise agreements with private sector organizations, where necessary, that could provide resources, supplies and/or manpower.	Hamilton County EMA

Food and Water

√	Recovery Task	Resource
4-40	Provide documentation of all transactions with private sector organizations that provided resources, supplies and/or manpower for the event.	Hamilton County EMA, Comprehensive Planning Team
4-41	Provide documentation of any costs incurred due to the use of facilities that provided for food/water/ice storage, staging and/or distribution.	Hamilton County EMA, Comprehensive Planning Team
4-42	Provide documentation of all activities and costs associated with facilities used for cooking and serving hot meals to emergency workers and others.	Hamilton County EMA, Hamilton County Health Dept., Hamilton County Red Cross

**Animal Health and Care
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Purdue University Cooperative
Extension Service

Support Agencies:

- ❑ Hamilton County Emergency Management Agency
- ❑ Purdue University School of Agriculture
- ❑ Purdue University School of Veterinary Medicine
- ❑ Hamilton County Health Department
- ❑ Local Veterinarians
- ❑ Local Farmers and Livestock Producer Groups
- ❑ Indiana State Animal Board of Health

Animal Health and Care Emergency Support Function coordinates County assistance and activities involving a response to an animal health or care emergency or disaster. Animal health activities include but are not limited to detection, quarantine, eradication, disposal, cleaning, and disinfecting. Animal Care activities include but not limited to rescue, triage, treat, identify, reunify, and shelter. Regional Veterinarian Emergency Directors will be Incident Commanders. Additional information regarding evacuation of animals is addressed in the Shelter & Mass Care Element.

Animal Health

√	Mitigation Tasks	Resource
4-43	Monitor animal health and maintain an extensive surveillance system.	Hamilton County Purdue University Cooperative Extension Service Indiana State Animal Board of Health
4-44	Enforce emergency restrictions on the movement of livestock, meat, and related products and equipment into and out of Hamilton County.	Hamilton County Health Dept., Hamilton County Purdue University Cooperative Extension Service Indiana State Animal Board of Health
4-45	Identify targeted audiences for educational materials aimed at recognizing, reporting, and preventing an animal disease outbreak such as zoos, local producers, slaughter houses, and auction markets	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA

Animal Care

√	Mitigation Tasks	Resource
4-46	Identify animal populations of various species.	Hamilton County Purdue University Cooperative Extension Service
4-47	Identify potential needs for specified species of animal population.	Hamilton County Purdue University Cooperative Extension Service
4-48	Identify carcass disposal facilities and methods of disposal	Hamilton County Purdue University Cooperative Extension Service

Animal Health

√	Preparedness Tasks	Resource
4-49	Develop and maintain an Animal Health and Care Response Plan and supporting Standard Operating Procedures for a joint animal health–emergency management response to an animal disease outbreak.	Hamilton County Purdue University Cooperative Extension Service
4-50	Establish an in-county capability to respond on-site to detect, control, and eradicate animal diseases.	Hamilton County Purdue University Cooperative Extension Service
4-51	Identify a cadre of United States Department of Agriculture-certified Foreign Animal Disease Diagnosticians and other qualified team members.	Hamilton County Purdue University Cooperative Extension Service
4-52	Identify personnel to establish an Animal Health Field Response Team capability for large-scale outbreaks.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-53	Develop and maintain list of reportable Animal and zoonotic diseases.	Hamilton County Purdue University Cooperative Extension Service
4-54	Develop and maintain an on-going public awareness campaign on all animal disease outbreaks for livestock producers, affiliated industries, and the public emphasizing early detection and reporting.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-55	Coordinate with support agencies and Public Information Emergency Support Function to develop a training program for media personnel program regarding animal health and care issues and activities.	Hamilton County Purdue University Cooperative Extension Service
4-56	Designate potential animal burial sites.	Hamilton County Purdue University Cooperative Extension Service
4-57	Draft an incident-specific State-County Memorandum of Understanding.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service

Animal Care

√	Preparedness Tasks	Resource
4-58	Develop and maintain provisions for the sheltering and health care of animals (county fair grounds, football fields, etc.).	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-59	Encourage pet owners to clearly place identification on their animals.	Hamilton County Purdue University Cooperative Extension Service
4-60	Establish an identification protocol for all species of unidentified animals	Hamilton County Purdue University Cooperative Extension Service, DNR
4-61	Develop and maintain emergency animal procedures.	Hamilton County Purdue University Cooperative Extension Service
4-62	Coordinate with Public Information Emergency Support Function to develop a training program for media personnel regarding animal health and care issues and activities.	Hamilton County Purdue University Cooperative Extension Service
4-63	Designate potential animal carcass disposal sites	Hamilton County Purdue University Cooperative Extension Service

Animal Health and Care

√	Response Tasks - Out-of-State Case	Resource
4-64	Implement Bio-security procedures for all county agencies	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA, Jurisdictional Fire Depts.
4-65	Conduct trace-backs and epidemiological investigations regarding recent imports of animals or animal products into Hamilton County.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-66	Establish and maintain border inspection activities involving incoming commercial vehicles for livestock, meat and other animal products, agricultural equipment, and other items.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County Sheriff's Dept.
4-67	Coordinate with Public Information Emergency Support Function and implement emergency public information and education program regarding animal health and care issues during emergency operations.	Hamilton County EMA, Elected Officials, Hamilton County Purdue University Cooperative Extension Service
√	Presumptive Positive Case, In-State Tasks	Resource
4-68	Conduct trace-backs and epidemiological investigations regarding recent imports of animals or animal products into Hamilton County.	Hamilton County Purdue University Cooperative Extension Service
4-69	Continue or establish border inspection activities involving incoming and outgoing commercial vehicles for livestock, meat and other animal products, agricultural equipment, and other items.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County Sheriff's Dept.
4-70	Coordinate with Public Information Emergency Support Function and implement emergency public information and education program regarding animal health emergency operations and issues.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA

Animal Health

✓	Presumptive Positive Case, In-State Tasks	Resource
4-71	Request a Secretary of Agriculture Emergency or Extraordinary Declaration as appropriate and READEO Team with Emergency Operations Center Representative	Governor's Office State Veterinarian/Board of Animal Health, State Emergency Management Agency, Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-72	Request Presidential Declaration in order to implement the Federal Response Plan. (County has to declare prior to getting Presidential declaration)	Governor's Office (County Commissioners)
4-73	Establish and deploy when needed an Animal Health and Care Field Response Team to identify, contain, and eradicate the disease in each infected area and designate a Coordinator and a Foreign Animal Disease Diagnostician for each site team.	State Veterinarian/Board of Animal Health Department of Natural Resources, Hamilton County Purdue University Cooperative Extension Service
4-74	Coordinate with support agencies and other Emergency Support Functions as needed to establish control zones around the infected premise(s).	Hamilton County Purdue University Cooperative Extension Service, Hamilton County Sheriffs' Dept., Hamilton County EMA
4-75	Initiate steps to quarantine the infected area and contain the spread of the disease.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA, Hamilton County Sheriffs' Dept.

Animal Health

√	Presumptive Positive Case, In-State Tasks	Resource
4-76	Conduct surveys of susceptible wildlife populations in quarantine areas and surrounding territory to determine the incidence of foreign animal disease in those populations.	Hamilton County Purdue University Cooperative Extension Service
4-77	Implement measures to prevent the movement of susceptible and carrier wildlife from quarantine areas, to include depopulating other species if necessary.	Hamilton County Purdue University Cooperative Extension Service
4-78	Consider active case finding off-site using field veterinarians, agricultural extension agents, industry partners, private practice licensed veterinarians and public awareness campaigns.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-79	Initiate regional surveillance/case reporting via field veterinarians, extension educators, industry partners and public awareness campaigns	Hamilton County Purdue University Cooperative Extension Service
4-80	Trace all herds and individual animals that have potentially been in contact with infected animals or premises. Identify, isolate, quarantine and order testing	Hamilton County Purdue University Cooperative Extension Service
4-81	Consider depopulation of affected herd(s).	Hamilton County Purdue University Cooperative Extension Service
4-82	Determine to what extent wild animals may be a risk factor and take steps to stop the spread of the disease.	Hamilton County Purdue University Cooperative Extension Service
4-83	Organize and deploy outbreak Inspection and Eradication Teams.	Hamilton County Purdue University Cooperative Extension Service
4-84	Activate and staff an Animal Health Joint Information Center	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA

Animal Health

√	Presumptive Positive Case, In-State Tasks	Resource
4-85	Develop and distribute emergency information to the public and the media as needed.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA, Elected Officials, Jurisdictional PIOs
4-86	Establish county information hotline	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-87	Establish and staff a hotline for responding to public inquiries.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA, Elected Officials, Jurisdictional PIOs
4-88	Coordinate with local fire departments and hazardous materials teams to provide personnel to implement cleaning and disinfecting procedures at checkpoints.	Hamilton County EMA, Hamilton County Fire Chiefs' Roundtable, HazMat Task Force
4-89	Coordinate with United States Department of Agriculture-APHIS Public Information Officer to assist on-site with Joint Information Center activities	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-90	Conduct coordinated livestock appraisal process prior to depopulation to assure that established procedures and valuation guidelines are followed and to resolve any disputes.	Hamilton County Purdue University Cooperative Extension Service
4-91	Coordinate with appropriate County regulatory agencies to address disposal issues, including possible environmental restriction variance to allow for appropriate disposal and burial of livestock carcasses.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service

Animal Health

√	Presumptive Positive Case, In-State Tasks	Resource
4-92	Conduct appraisal and indemnification determination process.	Hamilton County Purdue University Cooperative Extension Service
4-93	Conduct depopulation procedures	Hamilton County Purdue University Cooperative Extension Service
4-94	Conduct disposal process of animal carcasses and other contaminated materials utilizing qualified resources including public works and transportation personnel and equipment.	Hamilton County EMA, Private contractors
4-95	Implement cleaning and disinfecting procedures in coordination with local officials and personnel. Monitor to assure compliance.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-96	Evaluate conditions and consider continuation or removal of quarantine as conditions warrant.	Hamilton County Purdue University Cooperative Extension Service

Animal Care

√	Response Tasks	Resource
4-97	Perform Damage Assessment of affected site	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-98	Activate Veterinary Emergency personnel, based on incident.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service
4-99	Coordinate rescue, transport, shelter, identification, triage and treatment of animals	Hamilton County Purdue University Cooperative Extension Service
4-100	Execute agreements to procure use of facilities, equipment, and supplies.	Hamilton County EMA, Hamilton County Purdue University Cooperative Extension Service

Animal Health

√	Recovery Tasks	Resource
4-101	Identify and implement all appropriate Federal and State programs, support mechanisms, and technical services that can directly assist impacted individuals, and public and private entities with the process of recovering from the effects of a highly contagious disease outbreak.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA, DNR
4-102	Request indemnity funds from United States Department of Agriculture-APHIS to indemnify the impacted owners of livestock.	Hamilton County Purdue University Cooperative Extension Service, Hamilton County EMA
4-103	Coordinate with United States Department of Agriculture to determine conditions for repopulating.	Hamilton County Purdue University Cooperative Extension Service
4-104	Coordinate with State Emergency Management Agency in order to facilitate appropriate state disaster assistance in accordance with the State Response Plan.	Hamilton County EMA
4-105	Develop and implement a public awareness campaign to re-establish consumer confidence in meat and dairy products.	Hamilton County EMA
4-106	Assess long term effects on environment	Hamilton County EMA, Hamilton County Health Dept.
4-107	Identification of displaced animals	Hamilton County Purdue University Cooperative Extension Service
4-108	Return of Animals to owner	Hamilton County Purdue University Cooperative Extension Service
4-109	Re-establish livestock markets / operations	Hamilton County Purdue University Cooperative Extension Service
4-110	Provide for abandon animals	Hamilton County Purdue University Cooperative Extension Service

Donation/Volunteer Management Emergency Support Function

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- ❑ United Way
- ❑ American Red Cross
- ❑ Hamilton County Fire Chiefs' Roundtable
- ❑ Jurisdictional Fire Departments
- ❑ Radio Amateur Civil Emergency Services
- ❑ Hamilton County Auditor's Office

Donation and Volunteer Management Emergency Support Function identifies, secures, and arranges for transportation and dissemination of donations and the management of volunteers, preparing resource lists, documenting monetary donations, and storing of all items including clothing, foods, and all other materials.

Donation/Volunteer Management

√	Mitigation Task	Resource
4-111	Identify facilities that can be used for storage and distribution for donated goods	Hamilton County EMA, Hamilton County Red Cross Radio Amateur Civil Emergency Services
4-112	Identify volunteer planning program	Hamilton County EMA, Hamilton County Red Cross
4-113	Identify private sector organizations that could provide resources, supplies and/or manpower.	Hamilton County EMA, Hamilton County Red Cross
4-114	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services, and resource providers.	Hamilton County EMA, Hamilton County Red Cross
4-115	Identify facilities that can provide for donation storage, staging and/or distribution.	Hamilton County EMA, Hamilton County Red Cross
4-116	Identify individual volunteers and volunteer groups/organizations.	Hamilton County EMA, Hamilton County Red Cross
4-117	Identify specific procedures that will be needed to document properly costs incurred due to Food and Water Emergency Support Function activities.	Hamilton County EMA, Hamilton County Red Cross
4-118	Coordinate with Transportation Emergency Support Function and other support agencies/organizations regarding the identification and location of vehicles that may be necessary for the transport of donated goods	Hamilton County EMA, Hamilton County Red Cross, Hamilton County Schools

Donation/Volunteer Management

√	Preparedness Task	Resource
4-119	Develop and maintain a rostered list of emergency volunteers.	Hamilton County EMA, Hamilton County Red Cross
4-120	Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.	Hamilton County EMA
4-121	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	Hamilton County EMA, Hamilton County Red Cross

Donation/Volunteer Management

√	Response Task	Resource
4-122	Exercise agreements for use of facilities to store donated goods	Hamilton County EMA, Hamilton County Red Cross
4-123	Notify needed rostered volunteers of requirement.	Hamilton County EMA Radio Amateur Civil Emergency Services, Hamilton County Red Cross
4-124	Coordinate with Information and Planning Emergency Support Function for types of volunteers needed.	Hamilton County EMA Radio Amateur Civil Emergency Services, Hamilton County Red Cross
4-125	Coordinate with Public Information Emergency Support Function on Emergent volunteers information. Ensure these volunteers are then rostered.	Hamilton County EMA, Hamilton County Red Cross
4-126	Execute Memorandum of understanding agreements with private sector organizations, where necessary to provide resources, supplies and manpower.	Hamilton County EMA

Donation/Volunteer Management

√	Recovery Task	Resource
4-127	Coordinate with Resource Support Emergency Support Function on resource accountability and document costs incurred.	Hamilton County EMA, Hamilton County Red Cross
4-128	Provide documentation of all transactions with private sector organizations that provided resources, supplies and/or manpower for the event.	Hamilton County EMA, Hamilton County Red Cross
4-129	Provide documentation of all volunteer activity including roster.	Hamilton County EMA, Hamilton County Red Cross

Evacuation Emergency Support Function

Primary Coordinating Agency: Hamilton County Sheriff's Department

Support Agencies:

- ❑ Local School Corporations
- ❑ American Red Cross
- ❑ Jurisdictional Police Departments
- ❑ Jurisdictional Fire Departments
- ❑ Hamilton County Emergency Management Agency

The purpose of this Emergency Support Function is to provide guidance for the relocation of citizens from life or health threatening hazards, and to return when it is safe. This ESF will address objectives that will provide the greatest protection of life during emergencies or disasters in which evacuations are recommended.

In the event of evacuations, the Hamilton County Purdue University Extension Service Officer will address care and housing for large and small animals. In general, temporary care and housing for small animals will be handled by the Hamilton County Purdue University Extension Service Center, with assistance from Tippecanoe County Animal Control. Large animals (i.e. livestock) will be handled by other regional livestock operations identified by preexisting agreements.

Evacuation

√	Mitigation Task	Resource
4-130	Conduct an assessment of jurisdictions and identify areas that may require evacuation during an emergency (Flood Plains, Areas Near Hazardous Materials Storage Facilities, etc.)	Hamilton County EMA, Hamilton County Red Cross, Hamilton County LEPC
4-131	Identify Standard Operating Procedures (SOP's) Policies, Guides and Plans for use during an activation of the Emergency Operations Center.	Hamilton County EMA, Comprehensive Planning Team, Elected Officials.
4-132	Review the current level of training of personnel and identify additional or refresher training requirements.	Hamilton County EMA, Comprehensive Planning Team
4-133	For seasonal hazards, such as flooding, identify and mark designated evacuation routes.	Hamilton County EMA, Hamilton County Sheriffs' Dept, County Highway
4-134	Designate assembly areas where people lacking a means of transportation to evacuate can be picked up	Hamilton County EMA, Hamilton County Red Cross, Hamilton County Fire Chiefs' Roundtable

Evacuation

√	Preparedness Task	Resource
4-135	Discuss with other Emergency Management Agencies in your jurisdiction the National Incident Management Structure and methods of communication that will be used.	Hamilton County EMA, Comprehensive Planning Team, Hamilton County Sheriff, Local School Corporations
4-136	Establish a reliable method of providing communications and coordination between the Evacuation Emergency Support Function and the Shelter/Mass Care function to maximize available resources and increase efficiency.	Hamilton County EMA, Hamilton County Sheriffs' Dept. and E-911 services, Amateur Radio Operators.
4-137	Establish a reliable method of providing communications and coordination between the Evacuation Emergency Support Function and the Communication/Warning Emergency Support Function to maximize available resources and increase efficiency.	Hamilton County EMA, Hamilton County Sheriffs' Dept. and E-911 services, Amateur Radio Operators.
4-138	Develop Standard Operating Procedures, policies, guides and plans for use during an activation of the EOC	Hamilton County EMA, Comprehensive Planning Team
4-139	Consult with representatives from each Critical Facility (Hospitals, correctional facilities, etc.) to determine the best method to evacuate those facilities	Hamilton County EMA, Hamilton County Red Cross, Hamilton County Sheriffs' Dept, Hamilton County Health Dept.
4-140	Identify the resources required to evacuate Special Needs Populations (Elderly, Mental and Physically Challenged, etc.) and determine the resources available to address those needs	Hamilton County Area Hospitals, Representatives of Nursing Homes Health & Medical ESF American Red Cross
4-141	Coordinate with representatives from each Emergency Support Function and conduct periodic exercises of the Comprehensive Emergency Management Plan	Coordinators of each ESF Hamilton County Emergency Management Agency, Comprehensive Planning Team
4-142	Meet with representatives who compose the National Incident Management System in your jurisdiction, in order to provide for the smooth functioning of the Functional Areas during incidents of any size.	Hamilton County EMA, Comprehensive Planning Team

√	Preparedness Task	Resource
4-143	Establish a consistent method of receiving and sending situation reports to and from the Emergency Operations Center during an incident.	Hamilton County EMA All Comprehensive Planning Team
4-144	Provide Evacuees with information regarding the items they should attempt to take with them.	Hamilton County Radio & Newspaper Media, Hamilton County Emergency Management Agency
4-144	Plan and Conduct training of Emergency Operations Center Staff/ Emergency Management Agency Staff and Volunteers and Agency Coordinators on the Comprehensive Emergency Management Plan and provide additional/refreshers training as appropriate.	Hamilton County EMA, Comprehensive Planning Team Matrix

Evacuation

√	Response Task	Resource
4-145	Identify the areas requiring evacuation and provide for the evacuation of personnel and animals from Affected Areas.	Comprehensive Planning Team, Hamilton County Emergency Management Agency, American Red Cross Hamilton County Sheriff's Dept., Hamilton County Humane Society Hamilton County Purdue University Extension Office
4-146	Identify the areas of High Risk requiring immediate evacuation and provide for the evacuation of personnel and animals from these areas.	Comprehensive Planning Team, Hamilton County Sheriff's Dept. Hamilton County Emergency EMA, American Red Cross Hamilton County Humane Society County Veterinarians Hamilton County Purdue University Extension Office
4-147	Identify the Areas of Lower Risk requiring evacuation and provide for the evacuation of personnel and animals from these areas.	Comprehensive Planning Team, Hamilton County EMA, Hamilton County Sheriff's Dept. Hamilton County Humane Society Hamilton County Purdue University Extension Office
4-148	Designate Clearly Marked Routes providing a way to leave High Risk Areas and provide for Traffic Control	Hamilton County Sheriff's Dept., County/City Highway Dept. Amateur Radio
4-149	Designate Clearly Marked Routes leading to Shelter and Mass Care Facilities and provide for Traffic Control.	Hamilton County Sheriff's Dept., County/City Highway Dept. Amateur Radio Jurisdictional Police Depts
4-150	Designate Clearly Marked Routes for Evacuees to utilize to Return to Stricken or High Risk Area and provide for Traffic Control.	Hamilton County Sheriff's Dept., County/City Highway Dept. Amateur Radio Jurisdictional Police Depts

√	Response Task	Resource
4-151	Coordinate with Transportation Emergency Support Functions to provide Transportation of Evacuees.	Comprehensive Planning Team, Hamilton County EMA
4-152	Provide Transportation of Special Needs populations during evacuations.	All Support Agencies Hamilton County EMS Hamilton County EMA
4-153	Verification of the Structural Safety of all routes selected as Evacuation Routes must be completed prior to authorizing their use.	Hamilton County EMA, County Engineers Public Works, Hamilton County Highway

Evacuation

√	Recovery Task	Resource
4-156	Designate and Mark the Routes that Evacuees will utilize when returning to evacuated areas.	Hamilton County EMA, Hamilton County Highway Dept.
4-157	Coordinate the Return of Evacuated Animals to their rightful owners.	Hamilton County Humane Society, Hamilton County Veterinarians, Hamilton County EMA Local and Hamilton County News Media
4-158	Designate Assembly Areas for Returning Evacuees lacking transportation to be picked up,	Hamilton County EMA, Hamilton County Highway, County Engineering

Infrastructure Support Section

The Infrastructure Support Section consists of the Emergency Support Functions: Transportation, Public Works and Engineering, Energy, and Damage Assessment.

These Emergency Support Functions address the support of the local agencies in times of emergency or disaster by seeking to restore critical facilities such as electrical providers, fueling centers, and roads and building that may have been severely damaged or completely destroyed.

Transportation Emergency Support Function

Primary Coordinating Agency: Hamilton County Highway Department
Support Agencies:

- ❑ Hamilton County Emergency Management Agency
- ❑ Hamilton County Sheriff's Department
- ❑ Hamilton County School Corporations:
 - Carmel Clay School Corporation
 - Hamilton Heights School Corporation
 - Hamilton Southeastern School Corporation
 - Marion - Adams School Corporation
 - Noblesville School Corporation
 - Westfield - Washington School Corporation
- ❑ Local Street Departments:
 - Arcadia Street Department
 - Atlanta Street Department
 - Carmel Street Department
 - Cicero Street Department
 - Fishers Street Department
 - Noblesville Street Department
 - Sheridan Street Department
 - Westfield Street Department

Transportation assists local governments and voluntary organizations requiring transportation capacity to perform response missions following a major disaster or emergency. It addresses the movement of equipment and response personnel within an effected area and may also be tasked by the county Health and Medical personnel with the removal of deceased persons remains. This Emergency Support Function serves as a coordination point between response operations and restoration of the transportation infrastructure.

Transportation

√	Mitigation Task	Resource
5-1	Identify critical supply routes	Hamilton County EMA

Transportation

√	Preparedness Task	Resource
5-2	Maintain and update personnel and equipment certifications.	Hamilton County EMA, Hamilton County Dept.'s Hamilton County Schools
5-3	Provide guidance on county regulations regarding transportation issues.	Hamilton County EMA
5-4	Develop transport routes for supplies.	Hamilton County EMA, Hamilton County Highway Dept., All City/Town Street Depts.

Transportation

√	Response Task	Resource
5-5	Coordinate with Law Enforcement Emergency Support Function and Public Works Emergency Support Function, to provide assistance in placing barricades, controlling traffic, etc., as needed.	Hamilton County EMA, Hamilton County Highway, Jurisdictional Police Depts.
5-6	Coordinate the acquisition and allocation of aircraft to assist in overhead incident site inspection.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Marion County Police Civil Air Patrol
5-7	Coordinate with local jurisdictions for the acquisition of transportation assets in case of the evacuation of public buildings, as needed.	Hamilton County EMA, Hamilton County Sheriffs, Dept.
5-8	Coordinate with local jurisdictions for the acquisition of transportation assets in case of the evacuation of specific geographical areas as needed.	Hamilton County EMA, Hamilton County Sheriffs' Dept.
5-11	Obtain fuel from other sources, as needed.	Hamilton County EMA
5-12	Coordinate with County agencies, to determine hours of service and issue regulation waiver for commercial vehicles delivery of critical energy products	Hamilton County Sheriff's Dept., Hamilton County EMA
5-13	Provide transportation assistance in the evacuation of special needs population throughout the County, as needed.	Hamilton County Schools, Hamilton County EMA, Hamilton County Health Dept.

Transportation

√	Recovery Task	Resource
5-14	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Hamilton County Sheriffs' Dept., Hamilton County EMA
5-15	Provide guidance on local transportation regulations.	Hamilton County Highway City/Town Street Dept.'s

**Public Works and Engineering
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Surveyor's Office

Support Agencies:

- ❑ Hamilton County Highway Department
- ❑ Jurisdictional Public Works Agencies
- ❑ Hamilton County Emergency Management Agency
- ❑ Local Water Companies
- ❑ Hamilton County Health Department
- ❑ Hamilton County Planning Department
- ❑ Local Waste Water Utilities

Public Works and Engineering Emergency Support Function provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, emergency power, and real estate support to assist the local government. Public Works and also addresses information on the status and restoration of buildings, roads, sewage, and water treatment facilities within Hamilton County.

Public Works/Engineering

√	Mitigation Task	Resource
5-16	Inspect Public levees and dams throughout the County on an annual basis.	Hamilton County Surveyor's Office
5-17	Inspect bridges throughout the County on an annual basis.	Hamilton County Highway Dept.

Public Works/Engineering

√	Preparedness Task	Resource
5-18	Coordinate the use of fuel for emergency use.	Hamilton County EMA
5-19	Maintain small portable generators.	Hamilton County EMA, All Hamilton County Fire Depts.
5-20	Ensure that provisions for back up power for lift stations have been made.	Hamilton County EMA, City Water/Sewer Depts.

Public Works/Engineering

√	Response Task	Resource
5-21	Provide traffic control resources to Law Enforcement Emergency Support Function, as needed.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts., Hamilton County Highway Dept., All City/Town Street Dept.'s
5-22	Coordinate with Law Enforcement Emergency Support Function, on the decision to close roads.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Hamilton County Highway Dept.
5-23	Close dams, when necessary	Hamilton County EMA, Hamilton County Sheriffs' Dept., Hamilton County Engineer, Indianapolis Water
5-24	Provide engineering expertise, equipment, contractors and contract equipment, traffic control, and barricades, as needed.	Hamilton County Highway Dept., All City/Town Street Dept's. Hamilton County Engineer
5-25	Secure dump trucks for use in an emergency, as needed.	Hamilton County EMA, Hamilton County Highway
5-26	Assist in clearing roads and bridges in an emergency and as requested.	Hamilton County Highway Dept.
5-27	Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.	Hamilton County Highway Dept., All Hamilton County Fire Depts.
5-28	Coordinate requests from local authorities for pumps, sandbags, etc.	Hamilton County EMA,
5-29	Obtain permission to clear public right of ways of vehicles and other obstructions as needed.	Local Executive of Jurisdiction Agency

Public Works/Engineering

√	Recovery Task	Resource
5-30	Inspect Public bridges, overpasses, and railroad/highway intersections for structural integrity after a disaster.	Hamilton County Highway Dept. Hamilton County Engineer
5-31	Provide assistance in the repair of dams and flood levies/bridges, as needed.	Hamilton County Engineer Indianapolis Water Co., Hamilton County Highway Dept.
5-32	Coordinate local relief efforts for the removal of debris, as needed.	Hamilton County EMA, Hamilton County Fire Chiefs' Roundtable
5-33	Collect and inventory all equipment used during incident and ensure that the equipment is decontaminated as needed.	Hamilton County EMA, Hamilton County Fire Chiefs' Roundtable, HazMat Task Force

Energy Emergency Support Function

Primary Coordinating Agency: Cinergy/PSI

Support Agencies:

- ❑ Cinergy/PSI
- ❑ Indianapolis Power and Light Companies
 - Indianapolis Power and Light (Coordinated by Cinergy)
- ❑ Central Indiana Power
- ❑ Vectren Energy Delivery
- ❑ Indiana Gas
- ❑ Hamilton County Emergency Management Agency

This response is preliminary for Cinergy/PSI and Indianapolis Power and Light Company's electric transmission and distribution systems. (There is a separate response for Cinergy/PSI's Noblesville Generating Station because the emergency plan characteristics for power plants are significantly different from transmission and distribution systems.)

Both Cinergy/PSI and Indianapolis Power and Light Companies have a variety of emergency plans for emergencies including natural disasters, civil disobedience, bulk power emergencies and terrorism that include elements that may be used to supplement the Hamilton County Comprehensive Emergency Plan.

Energy Emergency Support Function assists in restoring Hamilton Counties energy system, including electricity and fuel providers, following a major disaster.

Energy

√	Mitigation Task	Resource
5-35	Identify areas where public education programs detailing energy-related issues are needed.	Hamilton County EMA, Hamilton County Energy Utilities
5-36	Assist Public Information Emergency Support Function regarding energy supplies	Hamilton County Energy Utilities
5-37	Provide guidance in regard to energy supply, demand and conservation information.	Hamilton County Energy Utilities

Energy

√	Preparedness Task	Resource
5-38	Assist in determination of county energy regulations.	Hamilton County Energy Utilities
5-39	Develop and maintain procedures for notifying Rural Electric Municipal Cooperatives in case of disrupted energy services.	Hamilton County Energy Utilities, Hamilton County EMA
5-40	Develop and maintain procedures for restoring the responsibility of primary energy provider to providers in affected area(s).	Hamilton County Energy Utilities
5-41	Establish and maintain a coordination link with non-regulated power generators to ensure activities and operations are coordinated during emergencies.	Hamilton County Energy Utilities, Hamilton County EMA
5-42	Assist in developing and maintaining a list of critical bulk fuels and energy infrastructure facilities (pipelines, refineries, terminals, etc.)	Hamilton County EMA, Hamilton County Energy Utilities
5-43	Develop list of bulk fuels providers and transporters to facilitate acquisition of fuel in the event of infrastructure outage or closure.	Hamilton County EMA
5-44	Develop procedures for energy providers to contact Hamilton County Emergency Management Agency if a significant energy service disruption occurs (a loss of 10% service or loss of power to 1,000 or more customers)	Hamilton County EMA

Energy

√	Response Task	Resource
5-45	Provide updates of energy situation impacts to Hamilton County. Assess scope, magnitude, and extent of energy impact	Hamilton County EMA, Elected Officials, County Energy Utilities
5-46	In case of disruptions in the communications system, coordinate with Communications Emergency Support Function, to establish backup communication system as required.	Hamilton County EMA, Hamilton County Sheriffs' Dept., Hamilton County Energy Utilities
5-47	Provide waivers for normally prohibited energy sources, when energy resources are necessary for a time-critical action and acceptable sources are unavailable in necessary amounts.	Hamilton County Energy Utilities
5-48	Prioritize the re-establishment of energy to affected areas, based on emergency response and hazard mitigation needs.	Utilities Emergency Operating Plans, Hamilton County Energy Utilities
5-49	Provide guidance in regard to energy supply, demand and conservation information.	Hamilton County Energy Utilities
5-50	Assess energy situations through communication with officials in other regions and counties.	Hamilton County EMA

Energy

√	Recovery Task	Resource
5-51	Assist in the determination of county energy regulations.	Hamilton County Utilities
5-52	Provide guidance in regard to energy supply, demand and conservation information.	Hamilton County Utilities
5-53	Implement procedures for restoring the responsibility of primary energy provider to providers in affected area(s).	Hamilton County Utilities, Utilities' Emergency Operating Plans

**Damage Assessment
Emergency Support Function**

Primary Coordinating Agency: Hamilton County Emergency Management Agency

Support Agencies:

- ❑ American Red Cross
- ❑ Fire Inspectors
- ❑ Building Inspectors
- ❑ Hamilton County Highway Engineer
- ❑ Local Jurisdictional Engineers
- ❑ Public Works
- ❑ Hamilton County Assessor
- ❑ Hamilton County Radio Amateur Civil Emergency Services
- ❑ Civil Air Patrol
- ❑ Jurisdictional Police Departments
- ❑ Hamilton County Auditor

Damage Assessment Emergency Support Function provides county support to local efforts in Individual and Public assistance during the recovery phase. Hamilton County Emergency Management Agency collects the damage assessment information to determine the magnitude and scope of the incident. Damage is assessed to residents, businesses, and the community infrastructure. It then provides that information to the appropriate authority on the potential need for disaster relief and declarations of emergency or disaster.

Damage Assessment

√	Mitigation Task	Resource
5-54	Identify areas where public education programs detailing damage assessment and County reimbursement procedures are needed.	Hamilton County EMA
5-55	Identify damage assessment team staffing patterns and equipment needs.	Hamilton County EMA

Damage Assessment

√	Preparedness Task	Resource
5-56	Develop and conduct public education programs detailing damage assessment and County reimbursement procedures.	Hamilton County EMA
5-57	Train all damage assessment team members in properly conducting assigned tasks.	Hamilton County EMA, Hamilton County Fire Chiefs' Roundtable, Hamilton County Red Cross
5-58	Ensure Damage Assessment team member have been trained to properly conduct assigned tasks	Hamilton County EMA, Hamilton County Fire Chiefs' Roundtable
5-59	Provide economic information of regional areas with regard to strengths and weaknesses	Hamilton County EMA

Damage Assessment

√	Response Task	Resource
5-60	Law Enforcement Emergency Support Function personnel to appropriate field locations to conduct damage assessment activities as appropriate and safe to do so.	Hamilton County Sheriffs' Dept., Jurisdictional Police Depts.
5-61	Perform damage assessments at affected site.	Hamilton County EMA, Jurisdictional Fire Depts., Hamilton County Red Cross
5-62	Send assessment reports to State Emergency Management Agency.	Hamilton County EMA
5-63	Assist local authorities in performing damage assessments, as requested.	Hamilton County EMA, Hamilton County Red Cross

Damage Assessment

√	Recovery Task	Resource
5-64	Provide guidance on county damage assessment activities and associated forms.	Hamilton County EMA
5-65	Ensure site damage assessments are sent to State Emergency Management Agency.	Hamilton County EMA
5-66	Coordinate with insurance companies of affected individuals, businesses, municipalities, etc.	Hamilton County EMA
5-67	Assist in the preparation of economic injury information of affected areas from major disasters	Hamilton County EMA, Comprehensive Planning Team
5-68	Advise individuals, businesses, municipalities, etc., as to the repairs and restorative efforts that are likely to be necessary.	Hamilton County EMA, County Commissioners
5-69	Where eligible, use existing programs in the Department of Commerce to assist communities and businesses affected by disasters	Hamilton County EMA

HAZARDS SPECIFIC SECTION

This section contains specific information on emergency or disaster situations not found in the other sections of this plan. Therefore, specific planning elements have been created. Examples include school emergencies, droughts, special events specific to Hamilton County, etc.

Detailed hazard specific issues are also addressed in the Hamilton County Hazard Analysis of 2004.

- ❑ The Radiological Emergency Preparedness Plan is an extensive and detailed document that is considered a stand-alone Plan. Copies of the Radiological Emergency Preparedness Plan are available through the Technical Hazards Division and in the State Emergency Operations Center.
- ❑ The Chemical Stockpile Preparedness Plan is an extensive and detailed document that is considered a Stand-alone plan. Copies of the Chemical Stockpile Preparedness Plan are available through the Technical Hazards Division of State Emergency Management and in the State Emergency Operations Center.
- ❑ Additional hazards faced by Hamilton County may include the transportation of waste through the county enroute to area landfills. Concerns regarding waste accidents are addressed in the Hazard Analysis for Hamilton County
- ❑ Large animal disease infestation that isn't quickly contained are also Hamilton County issues. While plans exist that include assistance with Purdue University and State Agencies, these concerns exist. These issues are addressed in the Hazard Analysis for Hamilton County.

The Terrorism Consequence Management Plan is confidential and not subject to public disclosure under IC 5-14-3-4(19)(I) without approval of the Hamilton County Emergency Management Agency.